

## How to Submit an Application

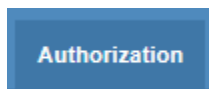
1. Before submitting the application, please review all application fields and attachments for accuracy
2. Once you are confident the application is complete, scroll to the bottom of the application and click **Save**
3. Next, click on the **Submit Application** icon. *Once submitted, you will not be able to go back and edit your application.*

The screenshot shows the OnBase application submission interface. The top navigation bar includes the OnBase logo and a breadcrumb trail: "https://ecmcatp.nebraska.gov/ - Application #: 497 Contact: EQUIPMENTBID Organization: Business - OnBase 01 14.0.2.127 [Test Sy]". The main content area is titled "Documents" and displays a table of application entries. The first entry is "Application #: 484 Contact: MANNY Organization: Demo Status: OPEN" with an entry date of "3/21/2016 9:01:54 AM". The second entry is "Application #: 497 Contact: EQUIPMENTBID Organization: Business Bid Test Equipment Status: OPEN" with an entry date of "4/4/2016 11:34:58 AM". Below the table, there is a toolbar with icons for "Submit Application", "Attach Supporting Documents", "Attach Bid", "Withdraw Application", "Remove Attachment", and "Create Printable Copy". The "Submit Application" icon is highlighted with a red box. Below the toolbar, there is a form with various fields for organization and contact information, including "Organization Name", "Federal ID Number", "Title", "First Name", "Last Name", "Position", "Telephone", "Email", "Mailing Address", "City", "County", "State", "Zip", "Address", "City", "State", "Zip", "Middle Initial", "Last Name", "Position", "Telephone", "Cell Phone", and "Email". The "Save" button is highlighted with a red box. Below the form, there is a note: "Please fill out each tab on the application before saving. Note: The Save button does not submit the application."

4. After submitting you will receive the following message regarding authorization

The screenshot shows a message box titled "Documents" with the text: "Now that you are ready to submit your application, please go to the authorization tab of your application and fill out the required fields. Once you have completed the required fields, please submit your application again. Thanks." Below the text is an "OK" button.

5. After clicking OK you will see that there is a new tab called Authorization



6. Read through the information under this tab and click the check box next to **Check here if you agree**. Once the box is checked you can **Save** the application.

I certify have authority under the laws of the State of Nebraska to sign this grant application and that the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

A. Is in Compliance with Nebraska State Affirmative Action Requirements and is committed to provide a drug free workplace environment;  
B. Holds or can acquire title to all lands or has the necessary easements and right-of-way for the project and related lands;  
C. Does not operate a landfill without a permit from the Nebraska Department of Environmental Quality; and  
D. Is in compliance with the local zoning ordinances pertaining to the proposed project.

Applicant Full Name  
Bids EquipmentBid

Date

☐ Check here if you agree \*

Application # 497 Date Stored 4/4/2018 Time Stored 11:34 AM

Please fill out each tab on the application before saving.

**Save**

Note: The Save button does not submit the application.

7. After the application is authorized and saved you can submit
8. You will now be asked to verify your email address and Tax ID/Social Security Number

**Email Verification**

Email Address

Please confirm your email address (Please enter a new email address if the above is wrong): \*

Submit

**DEQ WG Tax ID Verification**

Tax ID or SSN

Please confirm your Tax ID or SSN (please use no hyphens). If your Tax ID/SSN is wrong please enter the correct number: \*

Submit

**NOTE:** Please retype your email address and Tax ID/Social Security Number, do not copy and paste from one line to the next. This information needs to be checked for accuracy.

9. Once you have verified your Email and Tax ID/Social Security Number you will be asked to verify that you are ready to submit your application. Click **Yes**.

**Documents**

User Interaction

Are you sure you want to submit your application? If you choose to submit your application you will NOT be able to modify it again. Hit the Cancel button to cancel the submission and make additional changes.

Yes Cancel

10. The following message appears to notify you that your application has been submitted and is locked

**Documents**

User Interaction

Your submission is now locked and you can view your application in the My Submitted Applications queue until the deadline date for your application.

OK

11. While you will not be able to make any changes to your application at this time, you can view it by selecting **My Submitted Applications** under the **Life Cycle View** Tab.

